



JOB OPPORTUNITY

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Announcement Number: 05-260
Position Title: Director, Library Services & Content Management
Series and Grade: PG-0301-15
Salary Range: \$103,947 - \$135,136 PA
Promotion Potential: SLS-03
Opening Date: 11/01/05
Closing Date: 12/01/05
Location of Position: Office of the Managing Director, Information Dissemination
Library Services & Content Management
Office of the Director
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-Time
Who May Apply: All U.S Citizens

ABOUT THE GPO:

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

MAJOR DUTIES:

The incumbent ensures effective coordination among major programs authorized by Title 44, U.S Code: the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C&IP), GPO Access, and manages the acquisitions and distribution components of the International Exchange System (IES) Program of the Library of Congress, and By-Law Programs. Conceptualizes, plans, evaluates, and designs missions and initiatives of three major sections: Library Planning & Development, Library Technical Information Services, and Collection Management & Preservation, through subordinate supervisors and staff. Manages the National Collection and the National Bibliography of U.S Government Publications and the collection of Web Pages for ID Web sites (GPO Access, etc.). Establishes and interprets office policies and priorities in managing subordinate organizations to accomplish program goals. Serves as an expert and frequently presents findings and recommendations to key officials from both the Federal and private sectors, in an authoritative manner. Develops and maintains constructive relationships and participates in meetings with key and higher echelon officials throughout GPO, other Government agencies, Congressional staff, etc. Assesses, executes strategic and operational plans with key operating officials with the agency as a whole, implements change in operations, and advises senior GPO managers of potential future challenges. Maintain liaison with customer groups and professional associations to evaluate the effectiveness of current office programs and products and to develop initiatives responsive to customer needs.

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QUALIFICATIONS NEEDED: Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is identified as experience which demonstrates the ability to lead strategic and operational plans, and to develop, enhance and manage a wide range of library services. In doing so, the incumbent must also possess experience negotiating and developing and maintaining effective relationships with key and high-level officials.

All qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Knowledge of Title 44, U.S Code, and the roles and relationships between the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C&IP), the International Exchange Program and By-Law Programs
2. Ability to conceptualize, plan, evaluate, and design missions and initiatives related to current information dissemination technologies and library management programs.
3. Ability to manage content collections, specifically related to the types of programs GPO is responsible for in this area including the National Collection, National Bibliography of U.S Government Publications and Web pages for digital collections such as GPO Access.
4. Skill in negotiating on strategic and operational issues and developing, executing, and presenting findings in an authoritative manner that leads to change.
5. Ability to develop and maintain effective relationships with key and high-level officials and serve as a liaison with customer groups and professional associations to meet long-range business challenges while ensuring short-term operational effectiveness.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

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STEP 3: Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under merit promotion procedures only, when applicable.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information please contact:

Human Capital ID/ES SLS Department
Attn: Tiffany Robinson
Phone: (202) 512- 1178
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

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BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.